



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD	<b>RELEASE DATE:</b>	Thursday, July 5, 2007
<b>POSITION TITLE:</b>	Deputy Executive Officer	<b>FINAL FILING DATE:</b>	Thursday, July 19, 2007 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 5,970.00 - \$ 7,580.00 / Month	<b>BULLETIN ID:</b>	07052007_7

### POSITION DESCRIPTION

Duties and Responsibilities:

Under the general direction of the Executive Officer (EO) of the VCGCB, the DEO of the Fiscal Division plans, oversees and directs activities related to the statewide imposition and collection of restitution, liens, overpayments and other income recovery efforts. The DEO oversees and directs the financial accounting system to ensure compliance with the regulations of the Department of General Services, Contracted Fiscal Services (CFS). The DEO is responsible for monitoring the critical cash flow issues for the Board, forecasting revenues and expenditures and recommending changes necessary to manage the budget.

The DEO serves as the principal policy advisor to the EO on the highly visible Government Claims Program (GCP). The incumbent formulates policies and ensures statutory compliance under the Tort Claims Act. The primary function of the GCP is to process all civil claims for money or damages that are filed against state agencies under the Act.

The functions and services provided under this position's direction play an integral part in the successful accomplishment of the VCGCB's overall mission and goals.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors

and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in strategic planning, performance measurement, benchmarking, and organizational development. 2. Experience in working with legislative policy issues and the potential impact on the department's program. 3. Experience at the managerial level planning, organizing and coordinating broad-range financial programs including departmental budget and/or accounting functions. 4. Experience at the managerial level building strong business relationships with staff from internal and external groups including control agencies and the Legislature. 5. Experience in a team-oriented environment, with excellent and strong interpersonal and communication skills. 6. Experience in developing creative and innovative solutions to a variety of management problems. 7. Knowledge of the organization, mission and goals of the Victim Compensation and Government Claims Board. 8. Experience directing subordinate support, professional and supervisory/managerial staff in an administrative program. 9. Experience at the managerial or supervisory level in the development and implementation of program policies and/or procedures.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Officer**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application screening based on the minimum, general and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length, Arial Font, size 11.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, Human Resources Section  
400 R Street, Room 400, Sacramento, CA 95814  
Colleen Graham | (916) 491-3806 | [colleen.graham@vcgcb.ca.gov](mailto:colleen.graham@vcgcb.ca.gov)

### **ADDITIONAL INFORMATION**

The application, Statement of Qualifications and resume must be postmarked no later than the final

filing date and mailed to:

Victim Compensation & Government Claims Board Human Resources Section P.O. Box 48  
Sacramento, CA 95812-0048 Attn: Colleen Graham

Or

Applicants may hand deliver their application, Statement of Qualifications and resume no later than close of business on the final filing date to:

Victim Compensation & Government Claims Board Human Resources Section 400 R Street, 4th Floor, Suite #400 Sacramento, CA 95814 Attn: Colleen Graham

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>